



Caroline Harris  
Planning Assistant  
Policy and Plans Team  
Leeds City Council  
Merrion House (9<sup>th</sup> Floor East),  
110 Merrion Centre,  
Leeds, LS2 8BB

18 September 2024

Dear Caroline,

Please accept this as an application pursuant to Parts 2 and 3 of the Town and Country Planning, England, Neighbourhood Planning (General) Regulations 2012 (SI2012 no. 637), for the renewal of the designation of Adel Neighbourhood Forum as a neighbourhood forum in connection with the Adel Neighbourhood Plan that is currently being prepared for Referendum following independent examination.

- a) The name of the Neighbourhood Forum is Adel Neighbourhood Forum
- b) The Forum has a written constitution (Appendix 1)

The Constitution was adopted by members of Adel Neighbourhood Forum at a Public Meeting on 28<sup>th</sup> February 2013.

- c) Leeds City Council approved the designation of Adel Neighbourhood Forum for the purposes of neighbourhood planning on 3<sup>rd</sup> April 2014 in accordance with the Town and Country Planning Act 1990 (as amended) and the Neighbourhood Planning (General) Regulations 2012. This designation lasted 5 years and the Adel Neighbourhood Forum was re-designated in July 2019.
- d) The contact details of the forum are as follows:-

Jeremy Emmott / Clive Hudson (Joint Chairs)  
Adel Neighbourhood Forum  
c/o 3 Sadler Copse  
Adel  
LEEDS  
LS16 8NW  
Tel 07711059015

Email [anf.chair@gmail.com](mailto:anf.chair@gmail.com)

These contact details are provided to Leeds City Council for publication on their website in such other manner as the Local Authority considers appropriate pursuant to Regulations 6, 7, 9 and 10 of the Neighbourhood Planning regulations.

In addition, the contact details are made available to the public via the Adel Neighbourhood Forum website.

- e) The neighbourhood forum meets the conditions contained in Sections 61F and 61 G of the 1990 Town and Country Planning Act as follows:-
- a) The forum is established for the express purpose of giving a renewed sense of ownership to the Adel Community on land development issues; to ensure that local people have a strong influence over the future of our community, including use, location, character and mix of developments; to prepare, in partnership with the local planning authority, an effective neighbourhood plan that is a clear statement of the needs and Vision of the Adel Community. (Appendix 1 Constitution Article 2)

- b) The membership of the forum is open to
- i. Individuals who live in the area (Appendix 1, Constitution, Article 4).

Membership applications will be made available to residents at the forum meetings which are held 4 times per year and are open to all residents to attend (Appendix 1, Constitution, Article 13).

All residents of the area will receive a minimum of 14 days' notice of the forum meetings via community notifications and website (Appendix 1, Constitution, Article 15).

- ii. Individuals who work in the area (either for business carried out there or otherwise) (Appendix 1 Constitution, Article 4).

The Steering group, acting as management committee, will make reasonable endeavours to make contact with individuals who work in the area for the purpose of inviting membership of the forum, through distribution of community notifications to local shops and businesses (including religious and not for profit organisations), social media and direct invitation.

It is open for individuals who work in the area to attend the forum meetings at which membership applications will be made available.

- iii. Individuals who are elected members of Leeds City Council whose area falls within the neighbourhood area concerned (Appendix 1 Constitution Article 4).

The Steering group has representation of the area's local Ward Councillors as members of the Forum.

It is open to elected members of Leeds City Council to attend the forum meetings at which membership will be encouraged.

The steering group will make reasonable endeavours to ensure that membership of the forum reflects local diversity with reference to any such population profiling as may be provided by the Local Authority.

- c) At the time of writing the forum has a membership of 71 individuals who are treated as members of the forum for the purpose of this application.

The current distribution of members is as follows

- i. Individuals who live in the area 69 [Appendix 1, Constitution, Article 6]
- ii. 2 individuals who are elected members of Leeds City Council whose area falls within the neighbourhood area concerned 1 [Appendix 1, Constitution, Article 4]

A list of members is held by the Secretary and is to be made available to Leeds City Council in a form to be agreed with due regard to privacy and data protection requirements.

The steering group will continue to invite applications for membership and reserves the right to update the number of members stated in this application.

- d) The forum has a written constitution (Appendix 1, Constitution).

The Constitution was adopted by members of Adel Neighbourhood Forum on 28<sup>th</sup> February 2013.

- e) The Steering Group will make reasonable endeavours to comply with any such other conditions as may be prescribed.

- f) The Adel area is recognized by local residents as a coherent area, with identifiable characteristics, formed by its history and physical layout. It is seen by local residents as a distinct neighbourhood.

Individuals who live and/or work the area and/or are elected members of Leeds City Council whose area falls within the neighbourhood area have organized as a community group since 25<sup>th</sup> May 2006 when the Adel Association was formed. There is active participation in the areas social media networks and regular community meetings. It is intended that the Adel Association will merge with the Adel Neighbourhood Forum in the course of this year.

There is a significant common interest and sense of neighbourhood identity.

Should you require any further information in support of this application please do not hesitate to contact us.

Jeremy Emmott & Clive Hudson  
Joint Chairs  
Adel Neighbourhood Forum

Appendix 1 Constitution

Appendix 2 List of membership

## Appendix 1



# CONSTITUTION

1. The name of the Forum shall be The Adel Neighbourhood Forum
2. The purpose of the Forum shall be to give a renewed sense of ownership to the Adel Community on land development issues; to ensure that local people have a strong influence over the future of our community, including use, location, character and mix of developments; to prepare, in partnership with the local planning authority, an effective neighbourhood plan that is a clear statement of the needs and Vision of the Adel Community.
3. The area covered by the Forum shall be that covered by the attached map.
4. Membership of the Forum shall be open to all those who live, work or do business in the area covered by the Forum, together with the elected representatives of the Forum's area. The Forum shall have a minimum of 21 members before any decision on neighbourhood planning may be made.

5. Communication with membership shall be by e-mail. Those without e-mail access may request hard copies by post.
6. Only members aged 18 or over will be eligible to vote on Forum matters. However, the Forum shall strive actively to involve young people in discussions on all matters.
7. The Forum shall not be affiliated to any political party or organisation.
8. The day-to-day management of the Forum shall rest with a Steering Committee.
9. Membership of the Steering Committee shall be open to all members of the Forum.
10. The Steering Committee shall consist of a Chairman, Treasurer, Secretary, (all honorary roles) and up to ten ordinary members.
11. At least five of the Ordinary Members of the Steering Committee shall live in the area covered by the Forum. It is desirable that at least three of the Ordinary Members of the Steering Group shall work in the area covered by the Forum and at least one of the Ordinary Members of the Steering Committee shall own a business in the area covered by the Forum.
12. All members of the Steering Committee shall be elected at the Annual General Meeting of the Forum to serve until the next Annual General Meeting. Retiring members shall be eligible for re-election.
13. Meetings of the Forum shall be at 3 monthly intervals
14. The Annual General Meeting shall be held on or as soon after 1<sup>st</sup> November each year and shall receive reports from the Chairman and the Treasurer.
15. Fourteen days notice shall be given by the Secretary of when an Annual General Meeting or Steering Group meeting is due to take place.
16. The quorum for the Annual General Meeting and any Special General Meeting shall be twelve members.
17. Voting shall be on a simple majority basis on a show of hands except where the majority of members present support a written ballot. The Chairman/woman will have a vote as

well as a casting vote in the event of a tied vote. Amendments to the Constitution shall require a two thirds majority of members voting.

18. The Forum may invite and receive contributions and may raise funds where appropriate to finance the work of the Forum. A bank account may be opened and shall be known as the “Adel Neighbourhood Forum” account.
19. All transactions must be authorised by the Treasurer plus the Chairman or one other member of the Steering Committee
20. All money raised shall be used only to help achieve the aims of the Forum as set out in Article 2 of the Constitution. Regular reporting shall be made to the Steering Group and half yearly and yearly accounts shall be produced and audited by a suitably qualified person.
21. If the Steering Committee proposes to disband the Forum, then a Special General Meeting shall be held and all members advised of the reasons for the proposal of the Steering Committee. The decision to disband the Forum shall be taken if supported by two thirds of members voting at the Special General Meeting.
22. Upon being disbanded, any assets, after payment of all debts and liabilities will be disposed of to other organisations having similar objectives to those of this Forum.

28<sup>th</sup> February 2013

## Appendix 2 List of membership of Adel Neighbourhood Forum

NAME	POSTCODE	ASSOCIATION
J Emmott	LS16 8LP	R
N Emmott	LS16 8LP	R
F Emmott	LS16 8LP	R
C Hudson	LS16 8NW	R
J Brindley	LS16 8NW	R
G Bond	LS16 8NN	R
S Bond	LS16 8NN	R
I Bond	LS16 8DF	R
A Bond	LS16 8DF	R
F Garbutt	LS16 8JN	R / CA
L Garbutt	LS16 8JN	R
J Gascon Mora	LS16 8FJ	R
V Gascon Crossley	LS16 8FJ	R
J Riley	LS16 6AB	R / CA
J Riley	LS16 6AB	R
E Palmer	LS16 8BZ	R
T Sawton	LS16 8BZ	R
P Davidson	LS16 7PA	R
G Belfield	LS16 8LH	R
C Micklethwaite	LS16 8NW	R
R Micklethwaite	LS16 8NW	R
A Emsley	LS16 6AQ	R
K Emsley	LS16 6AQ	R
S Clark	LS16 6AQ	R
G Harrison	LS16 6BQ	R
G Davies	LS16 6AA	R
M Smith	LS16 7AA	R
H Kilner	LS16 6AQ	R
C Kilner	LS16 6AQ	R
B Clarice	LS16 7AA	R
B Hodgkinson	LS16 6BQ	R
S Hodgkinson	LS16 6BQ	R
K Clarke	LS16 6BG	R
T Clarke	LS16 6BG	R
E Rezvani	LS16 7AD	R
A Rezvani	LS16 7AD	R
M Allison	LS16 6BG	R
K Allison	LS16 6BG	R
M Flint	LS16 7AD	R
P Flint	LS16 7AD	R
M Thompson	LS16 6AF	R
D Lash	LS16 6AE	R
J Lash	LS16 6AE	R

R Spence	LS16 7NT	R
L Spence	LS16 7NT	R
G Holmes	LS16 7NS	R
E Allibone-Dredge	LS16 6AA	R
M Baxter	LS16 6AD	R
G Baxter	LS16 6AD	R
R Watson	LS16 6AA	R
R Hayle	LS16 6AG	R
T Watson	LS16 6AA	R / CA
A Fox	LS16 6AQ	R
V Crompton	LS16 8LX	R
C Weeden	LS16 8DJ	R
T Weeden	LS16 8LH	R
A Weeden	LS16 8LH	R
P Hunt	LS16 8EH	R
C Hunt	LS16 8EH	R
S Braime Hart	LS16 8DE	R
K Boocock	LS16 8DE	R
K Boocock	LS16 8DE	R
I Hart	LS16 8DE	R
B Lawman	LS16 8DE	R
J Morrison	LS16 8DE	R
N Mediratta	LS16 8DE	R
D Leahy	LS16 8DF	R
J Mallinder	LS16 8DB	R
J Mallinder	LS16 8DB	R
B Anderson	LS16 7PS	C
C Anderson	LS16 7PS	C

**Key:** R – resident, C-ward councillor, CA – community association